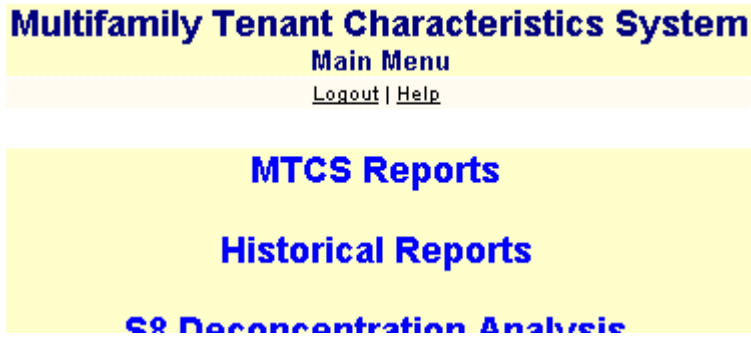


2. Access the Historical Reports

To access the *Historical Reports* directly from the *MTCS Main Menu*,

- Use your mouse to click on the words 'Historical Reports'



The *Historical Reports Selection Menu* appears on your screen.

A screenshot of the 'Multifamily Tenant Characteristics System' Historical Reports Selection Menu. The title is in bold blue text at the top. Below it, 'Historical Reports Selection Menu' is written in a smaller blue font. At the bottom, there are links for 'Main Menu', 'Logout', and 'Help' in a small blue font. The background is a light yellow color. Below the header, there are two dropdown menus: 'Select a Program' and 'Select a Level of Information'. To the right of these is a date selection dropdown menu with the title 'Select Date(s)' and a list of dates: 'December, 1999', 'September, 1999', and 'June, 1999'. To the right of the date selection menu is a 'Continue Selection' button.

2.1. Program Selection

You must select a program type to view historical reports.

Available program types include:

1. Public Housing
 2. Indian Mutual Help
 3. Indian Rental
 4. Section 8 Certificate
 5. Section 8 Vouchers
 6. Section 8 Moderate Rehabilitation
 7. All Offices of PIH Programs
 8. Public and Indian Housing
 9. Indian Housing
 10. Section 8 Certificates & Vouchers
 11. Section 8 New Construction, HFDA
 12. Section 8 New Construction, non-HFDA
 13. Section 8 Substantial Rehab, HFDA
 14. Section 8 Substantial Rehab, non-HFDA
 15. 236
 16. 221 BMIR-Below Mkt Int Rate
 17. 202 & 811
 18. Property Disposition & Other
 19. All Office of Housing Programs
- Use your mouse to select a 'program' from the drop-down box



2.2. Level of Information

Once you have selected a 'program,' you must select a 'Level of Information'.

Available levels of information are:

1. National
 2. State
 3. Field Office
 4. Metropolitan Area Within US
 5. Metropolitan Area Within a State
 6. County Within a State
 7. County Within a State and MSA
 8. City or Locality Within a State
 9. City or Locality Within a State and MSA
 10. City or Locality Within a State and County
 11. Housing Agency Within a State
 12. Housing Agency Within a State and County
 13. Housing Agency Within a Field Office
 14. Project Within a State
 15. Project Within a State and MSA
 16. Project Within a State and County
 17. Project Within a State and City or Locality
 18. Project Within a Housing Agency
 19. Congressional District Within US
Congressional District Within a State
- Use your mouse to select the Level of Information



- * To view the *Historical Reports*, you must select the Level of Information.
- * See the *MTCS Web Reports Guide* to view detailed information about each report.
- * For detailed information on how to select a 'Level of Information,' please go to the *MTCS Web Reports Guide* web site:

<http://www.hud.gov/pih/systems/mtcs/webusr/webusr.html>

2.3. Select the Date

After you complete the 'level of information' selection,

- Use your mouse to select the Historical Date.

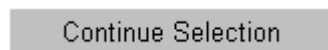


- * To view the *Historical Reports*, you must select a report Date.
- * Historical data is only available on a quarterly basis beginning September 1998.
- * To select multiple quarters from the Date list, press and hold the <Shift> key, then click with the mouse on the desired dates OR hold down the <Shift> key and press the down arrow on your keyboard.

2.4. Select Report Options

After you complete the 'Date' selection,

- Use your mouse to select the *Continue Selection* button.



Additional report options appear in the bottom half of the screen based on the Program and Level of Information the user selects.

- Use your mouse to select the required report options.

For example, if you select 'State' as the level of information for the report, a drop down list of states appears in the bottom portion of the window. Find the desired state in the list and select that state with you mouse.

2.5. Select a Historical Report

After you complete the report options section,

- Use your mouse to select one of the five historical reports from the *Report Selection* area on the screen.

Report Selection
<input checked="" type="radio"/> Resident Characteristics
<input type="radio"/> Key Management Indicators
<input type="radio"/> New Admissions
<input type="radio"/> Budget Related Averages
<input type="radio"/> Rent and Rent Burdens

After you select a report,

- Use your mouse to select the *Go* button.



The selected report appears on your screen.

- * Depending on the number of historical periods you have selected, reports may cross several web pages. To view additional report pages, press the *Next Page* button at the bottom of the page.